Minutes of the Dodge County Highway Committee Meeting January 18, 2013

CALL TO ORDER: The meeting of the Dodge County Highway Committee was called to order by the Chairman at 8:30 a.m. on January 18, 2013, in the Dodge County Highway building.

ROLL CALL: The following members were present – Harold Johnson, Chester Caine, Randy Grebel, and Jeff Berres. Jeffrey Schmitt was absent. Commissioner Brian Field, Assistant Commissioner Peter Thompson, County Administrator Jim Mielke, and County Board Chairman Russell Kottke were also present. Corporation Counsel John F. Corey and Gene Kussart of Donohue & Associates were present for part of the meeting.

APPROVAL OF AGENDA: Motion by Caine and seconded by Grebel to approve the agenda as presented and allow the Chairman to go out of order as needed to efficiently conduct the meeting. Motion carried.

CLOSED SESSION: Motion by Grebel and seconded by Berres to convene in closed session. Before voting on the motion, Chairman Johnson announced to all present that the purpose of the closed session will be to deliberate the purchasing of public properties, which, because of competitive and bargaining reasons, requires a closed session, specifically, the purchase of a parcel of real estate to be used as a site for a Highway maintenance facility. A roll call vote was taken. Motion carried by unanimous vote of all members present at 8:42 a.m.

Members present: Harold Johnson, Chester Caine, Randy Grebel, and Jeff Berres.

Members absent: Jeffrey Schmitt.

Others present: Commissioner Brian Field, Assistant Commissioner Peter Thompson, County Administrator Jim Mielke, County Board Chairman Russell Kottke, and Corporation Counsel John F. Corey.

RECONVENE IN OPEN SESSION: Motion by Caine and seconded by Berres to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 8:56 a.m.

REVIEW MINUTES OF JANUARY 3, 2013: Minutes of January 3, 2013, were approved as submitted.

STAFF REPORTS AND DEPARTMENT CONCERNS: Thompson presented the TOPS Lab Crash History Calendar for Dodge County.

COMMITTEE REPORTS: None.

Dodge County Highway Committee Minutes for January 18, 2013, cont.

APPROVE PER DIEMS AND EXPENSES: Motion by Grebel and seconded by Caine to approve the following per diems and expenses for the WCHA winter conference: January 14, 2013 – Caine, Grebel, and Johnson; January 15 and 16, 2013 – Berres, Caine, Grebel, and Johnson. Motion carried.

PROJECT UPDATES: Crews are doing tree removals and brush cutting. Tree removal on CTH DJ was reviewed. It was the consensus of the Committee to continue to remove all trees in the clear zone of the county highway right-of-way.

CONSIDER SURPLUS COUNTY-OWNED EQUIPMENT DISPOSAL OPTIONS:

Corporation Counsel Corey stated there is no state or county ruling governing the disposal of surplus Highway Department equipment. The Commissioner will draft an equipment disposal policy which the Committee will review at a future meeting.

CONSIDER TDA FLY-IN ATTENDANCE ON APRIL 10TH AND 11TH: Motion by Grebel and seconded by Berres to authorize two Highway Commission members to attend the 2013 TDA Fly-In event in Washington DC on April 10th and 11th. Motion carried. Attendees will be determined at a future meeting. This item will be forwarded to the Executive Committee for approval.

GENE KUSSART OF DONOHUE & ASSOCIATES: Gene Kussart gave an update on the progress of the design work performed by Donohue & Associates on the highway safety improvement program for Dodge County.

VOUCHER PAYMENT REVIEW: Vouchers payment registers were reviewed.

FUTURE AGENDA ITEMS: The following items will be added to an upcoming meeting agenda: surplus equipment disposal policy, one-ton dump truck quote, and closed session for Mayville property acquisition.

NEXT COMMITTEE MEETING: The next Committee meeting will be at 8:30 a.m. on February 7, 2013, in the Juneau office.

FIELD REVIEW: None.

ADJOURNMENT: The meeting adjourned at 10:01 a.m.

Chairman / Randy Grebel - Secreta

Disclaimer: The above minutes may be approved, amended, or corrected at the next Committee meeting.

Disposal of Surplus Highway Department Equipment

This policy shall relate to the disposal of all vehicles or self-propelled equipment deemed to be surplus by the Highway Commission.

- ➤ Disposal of equipment considered to be surplus shall be reviewed by the Highway Committee. Disposal of such equipment shall be approved by the Committee and recorded in the meeting minutes.
- > Surplus vehicles or self-propelled equipment may be disposed of by sale at public auction or a sealed bid process which shall include public notice.
- ➤ Public notice shall be accomplished by means of posting the equipment and sealed bid process information on the Dodge County Web site and/or published in the local newspapers as deemed appropriate by Highway Department management staff.